



## **COOK COUNTY, ILLINOIS**

### **Director of Equity and Inclusion Opportunity in Chicago**

Cook County's Office of the President is seeking a Director of Equity and Inclusion to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the direction of the Cook County Board President, the Director of Equity and Inclusion will coordinate efforts to integrate equity principles into all County operations, projects, and services through the application and integration of best practices, training and development, and the tracking and measurement of outcomes. The Director of Equity and Inclusion will utilize community engagement practices and principles to inform and advance their work, particularly by working with those most impacted by inequities and leveraging community leadership. The Director of Equity and Inclusion is also responsible for the design, coordination, implementation, monitoring and evaluation of proactive equity and inclusion initiatives that support the *Cook County Policy Roadmap* and other County policies and programs, with an initial focus on racial equity. The Director of Equity and Inclusion will collaborate and engage management and County officials to successfully implement initiatives that build a welcoming and inclusive culture and will identify and/or develop equity and inclusion education and training programs to increase awareness and support.

#### **How do I apply?**

Please submit a Cover letter and Resume to 118 N. Clark St., Room #840, Attn: Regina Crider. You can also email the two required documents to [Regina.Crider@cookcountyil.gov](mailto:Regina.Crider@cookcountyil.gov). The position description can be found on the right side of this page under the Download option.

#### **When are Resumes due?**

Until Filled.



## **SNAPSHOT OF COOK COUNTY:**

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation's first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County's Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation's largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

## **Location:**

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

## **Benefits:**

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

## **Post Offer testing:**

All new employees will be required to submit to a satisfactory drug test and background check, based on reports obtained from law enforcement authorities. The reports are based on results from fingerprints taken from all new hires.



## COUNTY OF COOK



Bureau of Human Resources  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code:	8757
Job Title:	Director of Equity and Inclusion
Salary Grade:	24
Bureau:	Offices Under the President
Department:	Offices Under the President
Dept. Budget No.	1010
Position I.D.	0062212
Shakman Exempt	

### Characteristics of the Position

#### **General Overview**

Under the direction of the Cook County Board President, the Director of Equity and Inclusion will coordinate efforts to integrate equity principles into all County operations, projects, and services through the application and integration of best practices, training and development, and the tracking and measurement of outcomes. The Director of Equity and Inclusion will utilize community engagement practices and principles to inform and advance their work, particularly by working with those most impacted by inequities and leveraging community leadership. The Director of Equity and Inclusion is also responsible for the design, coordination, implementation, monitoring and evaluation of proactive equity and inclusion initiatives that support the *Cook County Policy Roadmap* and other County policies and programs, with an initial focus on racial equity. The Director of Equity and Inclusion will collaborate and engage management and County officials to successfully implement initiatives that build a welcoming and inclusive culture and will identify and/or develop equity and inclusion education and training programs to increase awareness and support.



## **Key Responsibilities and Duties**

Leads the development and implementation of an equity and inclusion strategy that will further enhance the County's capabilities and build a welcoming and inclusive culture. Plans, guides and advises the President and executive officers on equity and inclusion.

Collaborates with County management to create, implement and monitor programs designed to ensure fair and equitable treatment throughout the County and to support *Cook County Policy Roadmap* initiatives.

Manages the Racial Equity Leadership Council, including planning and facilitating meetings, bridging and coordinating the various working groups and stakeholders, and designing and implementing actions plans.

Provides leadership, collaboration and support to colleagues; implements role-specific actions and performance management/accountability systems to ensure the vision for equity and inclusion is infused throughout the County using current or newly developed systems, tools, policies, structures and practices.

Serves as a trusted advisor and thought partner. Supports, advocates for and engages Cook County residents who are impacted by issues of equity and inclusion; champions an inclusive and positive workplace culture, including by using feedback and training to help those who need to develop their skills and/or awareness of the impact they have on others.

Designs and delivers training and skill-building curriculum to develop, maintain and cultivate awareness, engagement and action in fostering a diverse, inclusive and positive work environment.

Develops and monitors Countywide diversity metrics and systems to collect input, analyze data (both qualitative and quantitative) and track metrics to assess progress against goals and objectives and finds solutions as needed.

Promotes commitment to a climate of equity and inclusion through interactions with individuals and agencies inside and outside the Offices Under the President. This may include the Board of Commissioners, executive team, directors, managers, employees, public, community leaders from all ethno-cultural groups, civic and grassroots organizations, political figures, and Federal, State and local government enforcing authorities.

Stays abreast of research and best practices in equity and inclusion, communicates best practices, and keeps staff apprised of key initiatives and activities.

Performs other related duties as assigned.



### **Knowledge, Skills and Abilities**

Strong leadership skills and experience dealing with highly sensitive, complex situations in advancing equity and racial justice with tact and diplomacy.

Passion for social equity, an understanding of systems-level versus individual-level change, and transactional and transformational leadership as it relates to racial equity and improving outcomes.

Thorough knowledge of County personnel rules, policies and procedures.

Ability to make policy recommendations and implement programmatic changes.

Ability to speak before groups of all levels on a variety of subject matters relating to equity, inclusion and diversity.

Ability to demonstrate problem-solving skills and diplomacy dealing with employee issues in a wide range of situations.

Ability to utilize community engagement practices and principles, particularly by working with those most impacted by racial inequities and leveraging community leadership.

Demonstrated skill in written communication, strong facilitation and presentation skills.

Skills in conflict resolution, facilitation and presentations on topics of structural racism and racial equity.

Must possess excellent writing skills and the ability to produce thoughtful, well-composed letters, reports, and other correspondence.

Must be able to handle employee-sensitive and business information with utmost confidentiality.

This position requires some traveling to work assignments for which the employee must provide their own adequate means of transportation.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience dealing with equity and inclusion matters, **OR**, an equivalent combination of professional work experience, training and education.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**